



SAN FRANCISCO  
SINGLE ROOM OCCUPANCY (SRO) HOTEL  
HEALTH AND SAFETY TASK FORCE

AGENDAS & MINUTES

2000 – 2001

The Minutes of most of the Task Force's meetings are missing.

**D**

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**Announcing the next regular meeting of the**  
**Single Room Occupancy (SRO) Hotel**  
**Health and Safety Task Force**

**Date: Monday, April 24, 2000**

**Time: 10:30 AM - 12:30 PM**

**Where: City Hall Room 278**

FCF 4/18/00  
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**AGENDA**

APR 20 2000

**I. CLARIFY TASK FORCE STRUCTURE**

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- A. Codification of decision making process within the Task Force
- B. Criteria for adding and removing members
- C. Assigning administrative functions to Task Force members
- D. Prop G and public notification requirements
- E. Codifying ground rules for Public Comment


**II. ESTABLISH PRIORITIES FOR TASK FORCE**

- A. Emergency Response and Follow Through
- B. Fire Mitigation Efforts
- C. Structural Rehabilitation of Fire Damaged Buildings
- D. Long Term Tenant Stabilization
- E. Investigation and Prosecution of Tenants Rights, Building Code and Fire Safety violations
- F. Addition, modification, and deletion of priority items
- G. Creation of subcommittees

**III. SET DATE FOR NEXT MEETING**

**IV. PUBLIC COMMENT (three minutes per speaker)**

**V. CONCLUSION**



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Announcing the next regular meeting of the  
**Single Room Occupancy (SRO) Hotel  
Health and Safety Task Force**

**Date: Wednesday, May 17, 2000**  
**Time: 10:30 AM - 12:30 PM**  
**Where: City Hall Room 479**

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**AGENDA**

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**I. TASK FORCE MEMBERSHIP**

**A. Introduction of Newly Appointed Members:**

- District Attorney's Office: Jean Daly
- Mayor's Office of Homelessness: George Smith
- Mayor's Office of Children, Youth & Families: Cathy Garza
- SF Police Department: Heather Fong

**B. Accepting Applications for Interested SRO Tenants**

**C. Imminent departure of Carl Hedleston**

**II. COMMITTEE REPORTS**

**A. Enforcement Committee Report: Helen Kwak-Castillo**

**B. Fire Mitigation Committee Report: Amy Fishman**

**III. CITY WEBSITE**

**A. Designate member or committee to design website for the Task Force**

**IV. NEXT MEETING: June 7, 2000 Wednesday City Hall Room 34**

**V. PUBLIC COMMENT (three minutes per speaker)**

**VI. CONCLUSION**

For more info: Carl Hedleston 554-54851  
Tomas Lee 554-5148

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**SRO HOTEL HEALTH AND SAFETY TASKFORCE**  
**WEDNESDAY, OCTOBER 4, 2000**  
**10:30 AM**  
**CITY HALL RM. 278**

AGENDA

- 1. Introductions**
- 2. Feedback from the Families in SRO workgroup**
- 3. Discussion and agreement on upcoming presentations to the Task Force**
- 4. Fire Mitigation Subcommittee Report**
- 5. Prosecutions Subcommittee Report**
- 6. Adjournment**

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**SRO HOTEL HEALTH AND SAFETY TASKFORCE**

**WEDNESDAY, January 3, 2001**

**10:30 AM**

**CITY HALL RM. 278**

**AGENDA**

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DEC 27 2000

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Feb 12/28/01

1. Introductions
2. Approval of Fire Survivor Information Brochure (action item)
3. Fire Mitigation Subcommittee Report
4. Prosecutions and Investigations Subcommittee Report
5. Adjournment

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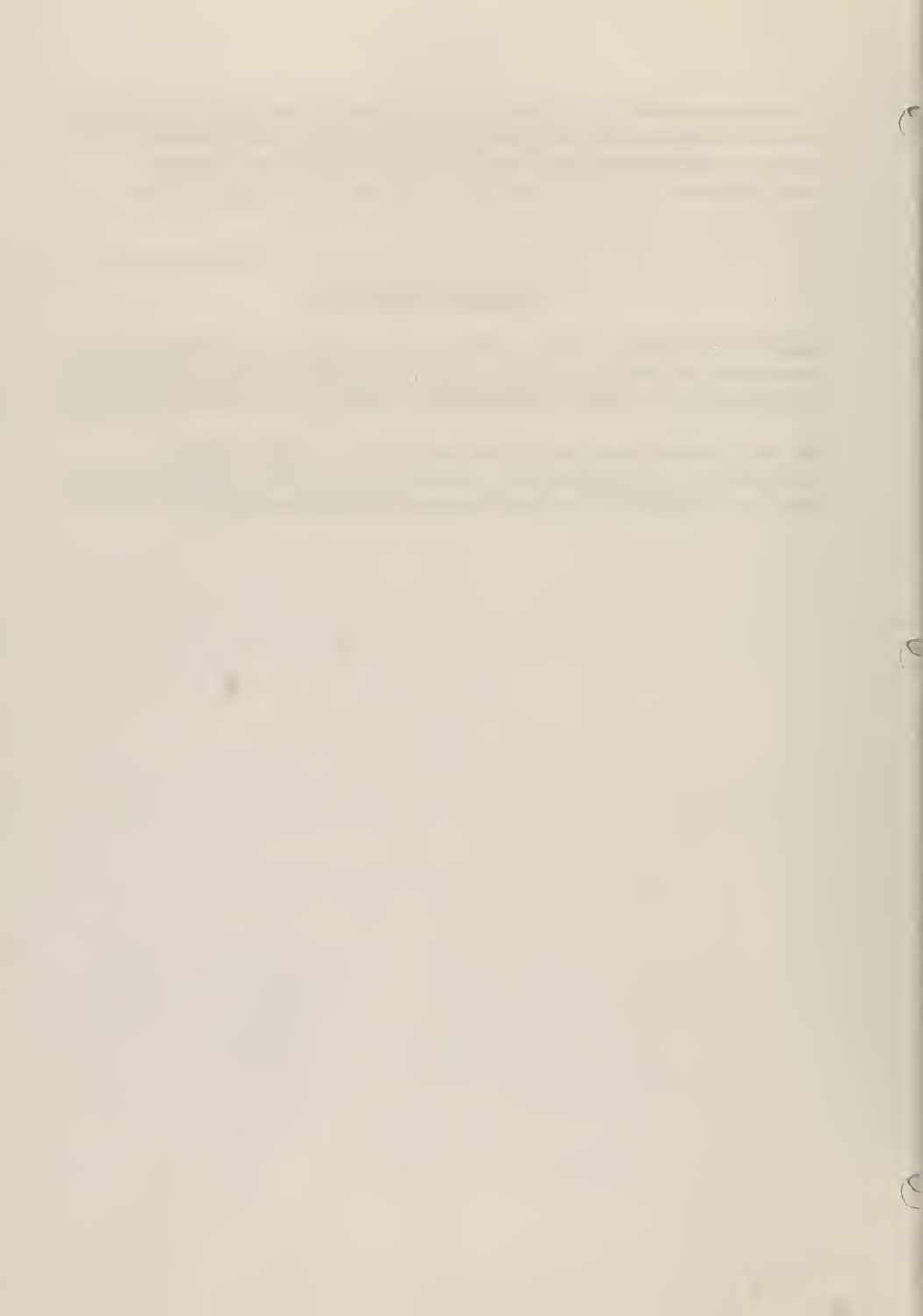
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## SRO HOTEL HEALTH AND SAFETY TASKFORCE

CITY HALL RM. 278

MINUTES

SRO HOTEL HEALTH AND SAFETY TASKFORCE

WEDNESDAY, February 7, 2001

10:30 AM

CITY HALL RM. 278

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Present: Lu Canton, Amie Fishman, Kin Lam Chou (for Yi Chan Guo), Dariush Kayhan, Anne Kronenberg, Angela Chu (for Wai Ching Kwan), Ernie Llorente, Joe LaTorre, Sam Patel, Betty Webb (replace Tiza Peterson), Debbie Raucher, Emmanuel Smith, George Smith, Antoinetta Stadlman, Lesley Stansfield, Alan Davison

Notetaker: Debbie Raucher

Meeting called to order 10:40

Leslie made an announcement that she will be taking leave of absence for a number of months. Alan Davison will be filling her seat on the Task Force during her absence.

Anne asked for help in taking notes during the meetings. It was agreed that until Administrative Support is provided that note-taking responsibilities would be rotated each month between Task Force members.

After discussion, it was agreed that a Steering Committee for the Task Force would be established to give Task Force direction. Task Force members who volunteered to be on the Steering Committee: Antoinetta, Lu, Amie, Sam, Dar, Ernie, Debbie and Anne. First meeting to be held February 16, 11:30 am, Room 310, 101 Grove Street.

### Case Management Program

P & I Committee had discussed scope and viability of a supportive case management program for SRO tenants. Dar discussed range of possibilities, i.e.. Tenant organizing, on-site support and anything in between - committee needs to decide what it should look like - potential problems with reactions of owners.





Discussion followed presentation:

Amie – money management is significant in this in order to stabilize buildings, also issues of public health hazards created by tenants (i.e. hoarders and clutterers). These tenants need help.

Antoinetta – owners often don't want to evict. Would be easier if they had someone to call for help with problem tenants.

Ernie – We should create a sub-committee to create a proposal.

Anne – Steering Committee should discuss, rather than creating a whole new committee.

Tomas – Funding is tight this year. Task force should relate proposal to task of fire prevention. DHS already provides some of these services. Shouldn't duplicate existing services.

Anne – Existing services not enough. Focus has been on homelessness, not SRO tenants, perhaps tax incentives for owners.

Antoinetta – This relates to five issues – mental health issues contribute to some fires.

Sam – Recent fire at Boyd caused by tenant in extremely cluttered room.

Anne – What rights do people have in private room?

Ernie – If it's a public nuisance, action can be taken , other examples given.

Leslie – DBI has outreach program that uses community agencies, which has successfully helped people.

Lou – Maybe we should identify existing services and compile info.

Amie – Not enough services.

Tomas – If you can demonstrate the connection between mental health and fires – talk to other agencies.



### Minna Lee Fire

January 26<sup>th</sup>, fire took place, 40-room SRO ; 8 people to hospital, all o.k. ARC came to scene, OES called MUNI bus, SOMA rec center opened, DHS case management team met with people, no need for shelter; everyone vouchered into hotels. ARC will voucher for 2 weeks and City for 2 more weeks.

Amie - Emergency services good, problem was with vouchers.

Debbie - Not knowing status of vouchers was very stressful for tenants. But the big problem is no permanent housing.

George - Gavin Newsom introduced sprinkler ordinance, city should handle vouchers, not ARC, we need a list of available hotels, many hotels refuse to take vouchers.

Dar - ARC and DHS have lists.

Leslie - Getting hotels to rent rooms is hard.

Debbie - Some hotels keep rooms vacant to rent as dailies.

George - We should be able to access rooms that owners keep vacant. I found the process very frustrating. One positive thing, brochure we made was handed out. Follow up meeting at OES on Friday the 16<sup>th</sup> at 9:00 a.m. at 1440 Harrison.

Lou - Policy has been that vouchers are based on need.

Tomas - Departments have list of hotels. City should survey non-profits who can provide temporary housing and put together lists.

Lou - Can we force owners to take vouchers with legislation?

Amie - If we can get owners to take vouchers can we make owners have to show reason not to take them as permanent tenants?

Tomas - Legislation won't held up in court.

Betty - RDA owns the Plaza hotel - won't be rehabed for many months.

Sam - We should make a list of hotels that will voluntarily take people. Sam agreed to do a survey of hotel owners using the DBI list as a basis.



### **Fire Mitigation Committee**

Amie – No update. Next meeting February 8<sup>th</sup>, 11:00 a.m. Questions of refunding SRO collaborative and Chinatown will be discussed. Mission SRO will be doing workshops in SOMA.

### **Prosecution and Investigations Report**

Ernie – primary work is on case management program. Next meeting is February 21<sup>st</sup> at 10:30.

### **Families in SRO's**

Task Force meeting February 8<sup>th</sup> at 9:00 a.m. Preparing a report on issues of families in SRO's. That group will become a sub-committee of this group. Not really any groups working with families in SRO's specifically – Important to keep looking at issues.

Representative to TB Task Force meeting in February – Emmanuel.

**NEXT TASK FORCE MEETING, MARCH 7, 10:30 AM, ROOM 278 CITY HALL**

Meeting adjourned 12:00.





## SRO HOTEL HEALTH AND SAFETY TASKFORCE

WEDNESDAY, March 7, 2001

10:30 AM

CITY HALL RM. 278

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### AGENDA

1. Introductions / Notetaker designation
2. Steering Committee Report and Presentation of draft goals
3. Fire Mitigation Subcommittee Report
4. Prosecutions and Investigations Subcommittee Report
5. Families in SRO's Subcommittee Report
6. Report back by Emmanuel on February TB Meeting
7. Announcements or Additional Issues
8. Public Comment
9. Adjournment

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## SRO HOTEL HEALTH AND SAFETY TASKFORCE

WEDNESDAY, April 4, 2001

10:30 AM

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### AGENDA

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1. Roll call / Notetaker designation
2. Steering Committee Report
3. Fire Mitigation Subcommittee Report
4. Prosecutions and Investigations Subcommittee Report
5. Families in SRO's Subcommittee Report
6. Overview City Budget Process
7. Discussion and resolution supporting draft homeless definition for City and County of San Francisco (action item)
8. Announcements or Additional Issues
9. Public Comment
9. Adjournment

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## **SRO HOTEL HEALTH AND SAFETY TASKFORCE**

CITY HALL RM. 278

**MINUTES**  
April 4, 2001

Present: Martin Ayala, Lu Canton, Amie Fishman, Dar Kayhan, Anne Kronenberg, Wai Ching Kwan, Joe LaTorre, Kirin Patel, Debbie Raucher, Antoinetta Stadleman, Alan Davison, Maria X. Martinez

Notetaker: Martin Ayala

### **Prosecution Sub-Committee Report**

- Elevator issues – The expert attending the meeting stated his opinion that it is impossible to work in SRO's because of costs and availability of parts.

The Task Force needs to develop a matrix to outline issues at the forefront that need attention; so we use our time productively. Dar suggests as a process "that sub-committees outline issues and progress for steering committee to vote on". The Task Force agreed and asked the committee chairs to calendar for discussion.

### **Families In SRO Report:**

Census count of families in SRO's begins in April.

- 2 counts - per/person age
- families: why in SRO's

Notice will go to SRO owners in advance of the count.

### **Goals:**

- move out families into appropriate/allowable housing;
- preserve families;
- clean, safe;
- improve life while living in SRO

### **Steering Committee**

- Goals
- Emergency response

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Board Hearing on SRO Task Force will be held on May 15<sup>th</sup> at 10:00 a.m. to outline goals and policy recommendations.

Agenda for Retreat – April 17 – 9:00 – 12:00 noon

- History
- Trading
- "Fire Scenario"
- Structural Issue – where's the crack?

Maria X Martinez. suggested we link Environmental Health to Mitigation and Prosecution Sub-Committee issues.

Please attend the next Families in SRO meeting on April 18 at 2:00 pm, Room 278, City Hall.

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Budget Process Review – Anne

-----  
Definition of homelessness

No vote





**SRO HEALTH AND SAFETY TASKFORCE**  
**WEDNESDAY, May 2, 2001**  
**10:30 AM**  
**CITY HALL RM. 278**

**AGENDA**

1. Roll call / Notetaker designation
2. Supervisor Chris Daly Presentation
3. Fire Mitigation Subcommittee Report (retreat overview)
3. Prosecutions and Investigations Subcommittee Report
4. Review and Approval Families in SRO's Report (action item)
5. Board of Supervisors Hearing May 15
6. Resolution draft homeless definition for City and County of San Francisco (action item)
7. Update Raymond Hotel Fire
8. Announcements or Additional Issues
9. Public Comment
10. Adjournment

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## **SRO HEALTH AND SAFETY TASKFORCE**

### **SRO Task Force Meeting Notes**

**May 2, 2001**

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#### **I. Fire Mitigation Subcommittee Report**

The Subcommittee held a retreat on April 12<sup>th</sup>. The retreat was well attended and productive.

- The retreat focused on the city's emergency response procedures. The group mapped out the various agency roles after a fire. Minutes of the retreat and the map of the coordination will be posted on the SRO Task Force Web site.
- There was also an agreement about follow up items; this list will be posted on the web. The list includes formalizing relationships between various agencies by developing multiple Memoranda of Understanding. The Community Based Organizations are in the process of formalizing their roles after a fire. The various follow up items will be reported back to Amie and Anne.
- Maria discussed the issue of finding housing for families when they are displaced from a hotel after a fire. Anne and Maria will work on this specific item as it relates to hotel fire response.

#### **II. Investigations and Prosecutions Subcommittee Report**

Ernie reported that minutes from the last Subcommittee meeting are posted on the SRO Task Force web site. They have been discussing the musical room phenomenon; hotel conversion ordinance re posting of tourist and residential



units; and development of a case management program linked to privately owned and managed SRO's in the City.

### III. Families Subcommittee

Maria presented the most recent draft of the Families with Children Living in SRO's Report. Maria reviewed the recommendations, the four work groups, and the responsibilities of the work groups. There was discussion about the report and agreement to present it at the May 15<sup>th</sup> Board of Supervisors Hearing. Maria was thanked for the leadership and hard work put into the report.

### IV. Supervisor Daly

- Supervisor Daly addressed the Task Force to discuss SRO items he and other Board Members are working on. The SRO Sprinkler Ordinance, Visitor Policy, Hotel Receipts, and Status of Burned Out Hotels are on the agenda for a special meeting of the Audit, Labor and Government Efficiency Committee to be held at the Seneca Hotel (34 Sixth St.) on May 22. (Note: meeting time has since been moved to June 12<sup>th</sup> at 3:30)
- Visitor Policy: Daly presented a proposed amendment to the Police Code that bans fees charged to tenant's guests by management. Also presented a proposal whereby all visitor policies at SRO's in the City would be approved by the SRO Task Force.
- There was discussion that the Task Force would need funding in order to provide the staffing for the visitor policy monitoring. Supervisor Daly said that he would look at ways to appropriate funding for staffing. There was also discussion re the Task Force being a time limited entity and therefore unable to take on the tasks as described. Supervisor Daly said he thought the Task Force was the proper entity with the expertise to be able to carry out this effort.

### V. Definition of Homelessness





Anne presented the Definition of Homelessness that has recently been approved by the Health Commission. The Task Force was asked to review and consider adopting this definition. There was discussion re: adding "at risk" to the Families in SRO's category; needing higher standards for hotel inspections; how this may influence eligibility for homeless funds; substandard definitions from State Code and Federal Housing Quality Standards to be included.

There was consensus to approve the Definition of Homelessness as written and to continue discussion on items as referenced above.

## **VI. Report to the Board of Supervisors**

The Task Force will be presenting a report to the Board of Supervisors Economic Vitality Committee on May 15th. The focus of the hearing will be to report back to the Board on the Task Force's work to date and to detail a list of budget and legislative items that the Task Force supports.





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**SRO HOTEL HEALTH AND SAFETY TASKFORCE**  
**WEDNESDAY, June 6, 2001**  
**10:30 AM**  
**CITY HALL RM. 278**

**AGENDA**

1. Roll call / Notetaker Designation
2. Fire Mitigation Subcommittee Report
3. Prosecutions and Investigations Subcommittee Report
4. Families Subcommittee  
Presentation SRO Families Census
5. Recap Board of Supervisors Hearing May 15 - Next Steps
6. June 12<sup>th</sup> Hearing  
Visitors Policy  
Sprinklers
7. Voucher Policy (Action Item)
8. Resolution draft homeless definition for City and County of San Francisco (action item)
9. Announcements or Additional Issues
10. Public Comment
11. Adjournment

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Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Section 16.520-534) to register and report lobbying activity.

For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market Street, Suite 701, San Francisco, CA 94102, (415) 554-9510, FAX (415) 703-1021, or visit its website at <http://www.ci.sf.ca.us>.





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## **SRO HOTEL HEALTH AND SAFETY TASKFORCE**

**WEDNESDAY, July 11, 2001**

**10:30 AM**

**CITY HALL RM. 278**

### **AGENDA**

1. Roll call / Notetaker Designation
2. Fire Mitigation Subcommittee Report. *Next Meeting: July 12th, 11:00 - 12:30, City Hall, Room 278*
3. Prosecutions and Investigations Subcommittee Report. *Next Meeting: July 18th, 10:30 - 12:30, City Hall, Room 278*
4. Families Subcommittee Report
5. Steering Committee Report. *Next Meeting: July 19th, 12:00 noon, 101 Grove, Room 302*
6. Recap Board of Supervisors Board of Supervisor's FY2001-02 Budget Outcomes
7. Update on the development of a Visitors Policy
8. Update Voucher Policy (Possible Action Item)
9. Announcements or Additional Issues
10. Public Comment
11. Adjournment

## **KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For information on your rights under the Sunshine Ordinance (Chapters 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, please contact:

Donna Hall, Clerk  
Sunshine Ordinance Task Force  
554-5184

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at [www.ci.sf.ca.us](http://www.ci.sf.ca.us).

DISABILITY ACCESS





City Hall is between Grove and McAllister Streets and is wheelchair accessible. The closest BART and MUNI Metro Station is Civic Center, about three blocks away. Accessible MUNI lines nearest City Hall are: 42 Downtown Loop, 49 Van Ness-Mission and F-Market & MUNI Metro (Civic Center Station).

For more information about MUNI accessible services, call (415) 923-6142. There is accessible parking available in the vicinity of City Hall.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Cora Cordero at 554-2556.

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